Agenda

- Announcements
- New critical trainings for employees and supervisors
- Annual critical training requirements
- ACA and 1095C update/timeline
- W-2/W-4 update/timeline
- HRSD update & launch party
General Forum Information

- You can raise your hand or put your questions in the chat 🙋
- The forum is recorded 🎬
- You can find the recording and slides for the monthly meetings at this website: https://hr.oregonstate.edu/operational-excellence
- Links and topics for future forums are also listed there 📋
Announcements

- Reminder for new employees to stop by University Plaza to complete their I-9 if they have not done so already. The I-9 is a two-step process where the employee fills out Page 1 and then must come in-person to University Plaza to show their original unexpired documents.

- Employees of external temporary agencies that work at OSU cannot drive OSU vehicles or their own vehicles for OSU purposes according to OSU policy. If you are aware of situations in your department or unit where external temporary agency employees are driving for work, please reach out to Robbin Sim at robbin.sim@oregonstate.edu or Bonny Ray at bonny.ray@oregonstate.edu so we can figure out another employment option with you. As you think about future hiring if you will need an employee to drive, we will need to hire them as a temporary employee that is employed directly with OSU instead of through an external temporary agency. We can help you with this process.

- Reminder: We are launching the new offer letter format next week along with the streamlined offer letter delivery system.
Learning & Development
Events & Resources

Core Curriculum for Managers & Supervisors
Series of four half-day workshops
Quarterly via Zoom

FYI Fridays
Weekly via Zoom
Fall-Spring Term

Search Advocate Program
Become a Search Advocate!
Continuing education events

Social Justice Education Initiative
Monthly Tier One Workshops
Periodic Next Level Workshops

Find even more learning opportunities in the Training Portal!
Via my.oregonstate.edu

LinkedIn Learning
Over 16,000 self-paced courses
FREE to OSU faculty, staff, and students!

Crucial Conversations for Mastering Dialogue
Series of five 2-hour workshops
Quarterly via Zoom
$100 fee

New Employee Orientation
First Wednesday of every month

OSU Critical Training Program
Self-paced online via Bridge

UHR Learning & Development
On the web: https://hr.oregonstate.edu/training
Email: hr.training@oregonstate.edu
OSU’s Critical Training Program

Recertification

• **Recertify every year:**
  • Mandatory reporting of child abuse
  • Information security training

• **Recertify every two years:**
  • Equal Opportunity & Access Topics
  • Ethics in the Workplace

• **No recertification required:**
  • FMLA, OFLA, and Protected Leaves

**Pro-Tips:**

• Bridge will **not** track any trainings you review before the recertification notification!

• View upcoming training dates in your “My Learning Page” in Bridge, under “Completed” trainings.
  • The due-dates will be indicated as when the training “expires.”

• Watch your email for a notification
  • The email will originate from outside of OSU: <noreply@bridgeapp.com>

• Work with your supervisor to find a time to complete the trainings
ACA and 1095C update/timeline

The employer deadline to mail the 1095C form to employees is 03.02.2023.

- Generally the 1095C isn't required to file individual tax returns. Consult a tax professional for details related to the 1095C and other tax questions.

- OSU received the spreadsheet of PEBB enrollees on 01.10.2023 and will be reviewing and updating the data. The OSU deadline to return the spreadsheet to PEBB is 01.30.2023.

- PEBB will be loading the data, and testing it with their third party 1095C administrator, Thomas Reuter through 02.13.2023.
  - OSU Employees enrolled in the Pacific Source plan will be included on the spreadsheet we provide to PEBB. Thomas Reuter will also complete the 1095C for this group even though they are not PEBB members.


- Employees who don't receive the 1095C by 03.02.2023 can reach out to PEBB to request a copy. Phone 1.503.373.1102 or email pebb.benefits@odhsoha.oregon.gov
Tax Reporting Timeline

- **W-2 processing**
  - Initial files submitted Jan 10, 2023
  - Audit review completed Jan 12, 2023
  - Mail to CM (home) address by Jan.31, 2023
    - Address as of noon Jan 9, 2023
  - Available @ my.oregonstate.edu after Feb 1, 2023
    - Except for Non-Resident Aliens (NRA's)

- **1042-S process**
  - Same processing deadlines but mailing may occur later
  - Deadline is March 15 but typically out by early Feb.
  - Are NOT available online
Additional Payroll Announcements

- W-4's
  - 2023 Federal W-4 now available & should be used
  - Stop accepting 2022 W-4's - Feb 15, 2023
  - Exempt filing deadline Feb 15, 2023

- OPE related
  - Grad Health *fringe encumbrance* updated to match actual costs
  - PEBB Health contribution update anticipated in Feb. 2023

- PHAREDS Labor Redistributions
  - Ellucian bug status

- Food Drive in February
HRSD Launch Party

- Please join us January 17, 2023 for a go live informational event for HR Service Delivery from 2pm to 3:30pm in the Cascade Ballroom at the OSU Alumni Center.
- Refreshments will be served.
- During this event we will cover:
  - Why UHR, Payroll and UIT embarked on this effort
  - The benefits you can expect to see
  - An introduction to the new platform, how you can expect to engage with it and what resources are available to you
  - What future phases of this project may bring
  - Q&A
- If you would prefer to attend this event virtually please register at this link: https://oregonstate.zoom.us/webinar/register/WN_m3yhyAMKR4-3Z4PWPqWoAg.
- For those who cannot make this event, the session will be recorded and posted to the HRSD website.
HRSD Resources

- Expect to start using and experiencing the more efficient experiences in HRSD this month
- We will begin posting more resources on the HRSD website as we launch with education sessions and resources.
  - Beav.es/hrsd
    - Frequently Asked Questions
    - Quick Reference Guide
    - Links to presentation recordings
    - Zoom drop-in sessions (registration links on HRSD webpage)
      - Feb 9th, 2-3PM
      - Feb 14, 3-4PM
      - Feb 23, 11AM-12PM
      - Feb 28, 2-3PM
- Ideas for improvements?
  - Submit here
THANK YOU